



The Mid-Region Council of
Governments, As the Administrative
Entity for the Mid-Region Transit District,
Issues This

REQUEST FOR PROPOSALS

**For a Contractor to Provide for the
Administration and Operation of a Fixed-
Route and Demand-Response Transportation
System Within Certain Portions of Sandoval
County**

Issued: August 14, 2006
Procurement No. MRCOG 2007 - 02

1.0 INTRODUCTION

1.1 Purpose of this Request for Proposals	1
1.2 Scope of Work	1
1.3 Scope of Procurement	1
1.4 Procurement Manager	1
1.5 Definitions	1
1.6 Background Information	2

2.0 CONDITIONS GOVERNING PROCUREMENT

2.1 Sequence of Events	3
2.2 Explanation of Events	3
2.2.1 Pre-Proposal Conference	3
2.2.2 Distribution List Response	3
2.2.3 Deadline to Submit Additional Questions	3
2.2.4 Response to Questions/RFP Amendments	3
2.2.5 Submission of Proposal	3
2.2.6 Proposal Evaluation	4
2.2.7 Selection of Finalists	4
2.2.8 Oral Presentation by Finalists	4
2.2.9 Best and Final Offers from Finalists	4
2.2.10 Contract Negotiations	4
2.2.11 Contract Award	4
2.2.12 Protest of Award	4
2.3 General Requirements	5
2.3.1 Acceptance of Conditions	5
2.3.2 Incurring Cost	5
2.3.3 Prime Contractor Responsibility	5
2.3.4 Subcontractors	5
2.3.5 Amended Proposals	5
2.3.6 Offerors' Rights to Withdraw Proposal	5
2.3.7 Proposal Offer Firm	5
2.3.8 Disclosure of Proposal Contents	5
2.3.9 No Obligation	6
2.3.10 Termination of RFP	6
2.3.11 Sufficient Appropriation	6
2.3.12 Governing Law	6
2.3.13 Basis for Proposal	6
2.3.14 Contract Terms & Conditions	6
2.3.15 Approval of Contractor Personnel	6
2.3.16 Contract Deviations	7
2.3.17 Offeror Qualifications	7
2.3.18 Right to Waive Technical Irregularities	7
2.3.19 Project Team Prohibited Activities	7
2.3.20 Notice – Civil & Criminal Penalties	7
2.3.21 MRCOG Rights	7
2.3.22 Right to Publish	7
2.3.23 Ownership of Proposals	7
2.3.24 Electronic mail address Required	7
2.3.25 Use of Electronic Versions of this RFP	7

3.0 RESPONSE FORMAT AND ORGANIZATION

3.1 Number of Responses	8
3.2 Number of Copies	8
3.3 Proposal Format	8
3.3.1 Proposal Organization	8

3.3.2 Proposal Form	8
4.0 SPECIFICATIONS	
4.1 Project Understanding	8
4.2 Response to Scope of Services	8
4.3 Previous Experience/References	9
4.4 Price	9
5.0 EVALUATION	
5.1 Evaluation Point Summary	10
5.2 Evaluation Process	10
5.2.1 Proposal Compliance	10
5.2.2 Contacting Offerors	10
5.2.3 Finalist Selection	10
APPENDIX 1: Acknowledgement of RFP Receipt Form	11
APPENDIX 2: Proposal Form	12
APPENDIX 3: Campaign Contribution Disclosure Form	13

REQUEST FOR PROPOSALS
for
CONTRACTOR SERVICES
for the

Mid-Region Transit District – Sandoval County Fixed-Route and Demand Response Service

MRCOG Procurement No. 2007-02

Issue Date: August 14, 2006

Proposal Due Time/Date: **September 8, 2006 3:00 p.m. MDT**

Pre-proposal Conference: **August 23, 1:30 pm, 809 Copper NW, Albuquerque, NM**

Mid-Region Council of Governments
809 Copper Ave., NW, Albuquerque, New Mexico 87102
Phone: (505) 247-1750, Fax: (505) 247-1753

[This Page Left Blank]

1. INTRODUCTION

1.1 Purpose of this Request for Proposals

The Mid-Region Transit District under a contract with the County of Sandoval will be responsible for the implementation and oversight of a start-up fixed-route and demand-response service for certain portions of Sandoval County. The Mid-Region Council of Governments (MRCOG) invites individuals and firms (Offerors) to submit proposals for a contract for the work indicated in the title page in accordance with the specifications contained in this request for proposal (RFP). This RFP contains specific requests for information.

This project may be funded in part through federal funds. As such, applicable federal laws, regulations and guidelines shall be adhered to by the Contractor as part of the contract.

1.2 Scope of Work

See Appendix 4

1.3 Scope of Procurement

The scope of the procurement shall encompass the defined scope of work and any extensions or renewals thereof, as part of a multi-year contract.

(EXPAND ON SCOPE)

1.4 Procurement Manager

The MRCOG has designated a Procurement Manager who is responsible for the conduct of this procurement. The Procurement Manager is:
Bruce Rizzieri, Regional Transit Manager
809 Copper N.W.

Albuquerque, NM 87102

Phone: 505-247-1750, Fax: 505-247-1753

E-mail: brizzieri@mrcog-nm.gov

Any inquiries or requests regarding this procurement should be submitted to the Procurement Manager in writing. Offerors may contact ONLY the Procurement Manager regarding the procurement. Other MRCOG employees do not have the authority to respond on behalf of the MRCOG.

1.5 Definitions

This section contains definitions and abbreviations that are used throughout this RFP.

"Close of Business" means 5:00 PM local time.

"Contract" means a written agreement for the procurement of items of tangible personal property or services.

"Contractor" means a successful Offeror who enters into a binding contract.

"Determination" means the written documentation of a decision by the Procurement Manager or Procurement Officer including findings of fact supporting a decision. A determination becomes part of the procurement file.

"Desirable" The terms "may", "can", "should", "preferably", or "prefers" identifies a desirable or discretionary item or factor (as opposed to "mandatory").

"Evaluation Committee" means a body appointed by the MRCOG Executive Director to evaluate Offerors proposals.

"Evaluation Committee Report" means a document prepared by the Procurement Manager and the Evaluation Committee for submission to the Executive Director for contract award. It contains all written determinations resulting from the procurement.

"Finalist" is defined as an Offeror whose offer complies with all the mandatory specifications of this RFP and whose score on evaluation factors is sufficiently high to merit further consideration by the Evaluation Committee.

"Mandatory" The terms "must", "shall", "will", "is required", or "are required", identify a mandatory item or factor (as opposed to "desirable"). Failure to comply with a mandatory item or factor will result in the rejection of the Offerors proposal.

"MRCOG" means the Mid-Region Council of Governments of New Mexico (MRCOG).

"Offeror" is any person, corporation, or partnership who submits a proposal.

"Procurement Manager" means the person or designee authorized by the Executive Director of MRCOG to manage and administer procurements and contracts.

"Procurement Officer" means the person or designee designated by the MRCOG to oversee all MRCOG procurement.

"Request for Proposals" or "RFP" means all documents, including those attached or incorporated by reference, used for soliciting proposals.

"Responsible Offeror" means an Offeror who submits a responsive proposal and who has furnished, when required, information and data to prove that his financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services or items of tangible personal property described in the proposal.

"Responsive Offer" or "Responsive Proposal" means an offer or proposal that conforms in all material respects to the requirements set forth in the request for proposals. Material respects of a request for proposals include, but are not limited to, price, quality, quantity or delivery requirements.

1.6 Background Information

The Mid-Region Council of Governments (MRCOG) is an association of local governments in central New Mexico. Members include county, municipal and special purpose units of government in the Counties of Bernalillo, Sandoval, Torrance and Valencia.

The Mid-Region Transit District is comprised of eleven governmental entities located within the counties of Sandoval, Bernalillo, and Valencia,

2. **CONDITIONS GOVERNING THE PROCUREMENT**

This section of the RFP contains the schedule for the procurement, describes the major procurement events and the conditions governing the procurement.

2.1 Sequence of Events

The Procurement Manager will make every effort to adhere to the Procurement Schedules shown in this RFP. The time frames shown however may be subject to change at the discretion of the MRCOG.

Issue RFP – August 14, 2006
Proposals Due – September 8, 2006
Evaluation Committee – September 14, 2006
Orals (if Necessary) September 19, 2006
Selection of Finalist(s) – September 22, 2006

2.2 Explanation of Events

2.2.1 Pre-Proposal Conference

There will be a pre-proposal conference on August 23, 2006, beginning at 1:30 pm at the Mid-Region Council of Governments office, 809 Copper NW, Albuquerque, New Mexico.

2.2.2 Distribution List Response

Potential Offerors should hand-deliver, electronically mail, return by facsimile or by registered or certified mail the "Acknowledgement of RFP Receipt Form" that accompanies this document (See Appendix 1) to have their organization placed on the procurement distribution list. Offerors **must include an email address** on the Acknowledgement of Receipt Form. The distribution of written responses and any RFP amendments will be **emailed** to the email address submitted on the Acknowledgment of RFP Receipt Form.

The procurement distribution list will be used for the distribution of written responses to questions and any RFP amendments.

Failure to return the "Acknowledgement of RFP Receipt Form" shall constitute a presumption of receipt and rejection of the RFP, and the potential Offeror's organization name shall not appear on the distribution list.

2.2.3 Deadline to Submit Additional Questions

Potential Offerors may submit additional written questions as to the intent or clarity of this RFP until five working days prior to the proposal submittal date. All written questions must be addressed to the Procurement Manager

2.2.4 Response to Written Questions/RFP Amendments

Written responses to written questions and any RFP amendments will be distributed to all potential Offerors whose organization name appears on the procurement distribution list. An "Acknowledgement of Written Responses or Amendments to RFP Form" will accompany the distribution package. The Offerors should sign the form and hand-deliver, electronically mail, return by facsimile or by registered or certified mail by the date indicated thereon. Failure to return this form shall constitute a presumption of receipt and withdrawal from the procurement process and the Offeror's organization name will be deleted from the procurement distribution list.

2.2.5 Submission of Proposal

All proposals must be received by the Procurement Manager or designee no later than the time on the date shown on the cover page of this Request for Proposals. Proposals received after this deadline will not be accepted. The date and time will be recorded on each proposal as it is received. Proposals must be addressed and delivered to the Procurement Manager at the address listed in Section 1.4. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the name of the procurement on the cover sheet. Proposals submitted by facsimile or electronic mail will not be accepted.

Proposals: A public log will be kept of the names of all Offeror organizations that submitted proposals. Pursuant to Section 13-1-116 NMSA 1978, the contents of any proposal shall not be disclosed to competing Offerors prior to contract award.

2.2.6 Proposal Evaluation

An Evaluation Committee will evaluate proposals. During this time, the Procurement Manager may initiate discussions with Offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals, but proposals may be accepted and evaluated without such discussion. The Offerors SHALL NOT initiate discussions. Potentially responsive proposals are proposals that are reasonably susceptible of being made responsive.

2.2.7 Selection of Finalists

The Procurement Manager will provide the list of finalists to the Executive Director. The Procurement Manager will notify the finalist Offerors of their selections. Only finalists will be invited to participate in the subsequent steps of the procurement. The final schedule for the oral presentations (if necessary) will be determined at this time.

2.2.8 Oral Presentation by Finalists (Optional)

Finalist Offerors may be required to present their proposals to the Evaluation Committee. The Procurement Manager will schedule the time for each Offeror presentation. All Offeror presentations will be held at the MRCOG address noted herein. Each presentation will be limited to one hour with an additional fifteen minutes for questions and answers.

2.2.9 Best and Final Offers from Finalists

Finalist Offerors may be asked to submit revisions to their proposals for the purpose of obtaining best and final offers.

2.2.10 Contract Negotiations

The contract will be negotiated with the most advantageous Offeror(s). In the event that mutually agreeable terms cannot be reached within a reasonable time the MRCOG reserves the right to negotiate a contract with the next most advantageous Offeror without undertaking a new procurement process.

2.2.11 Contract Award

The contract shall be awarded to the **Offeror or Offerors** whose proposal is most advantageous, taking into consideration the evaluation factors set forth in the RFP.

Contracts are not valid until signed by the Executive Director of the MRCOG.

2.2.12 Protest of Award

An Offeror who has submitted a responsive Offer on this RFP may protest the award of a contract resulting from the RFP. The protest must be timely and in conformance with Section 13-1-172 NMSA 1978 and applicable procurement regulations. The protest period will begin on the day following the contract award and will end at close of business on the following fifteenth calendar day. Protests must be written and must include the name and address of the protestor and the request for proposal number. It must also contain a statement of grounds for protest including appropriate supporting exhibits and it must specify the ruling requested from the Procurement Officer. The protest must be delivered to the Procurement Officer.

Janice Carolan, Procurement Officer
Mid-Region Council of Governments
809 Copper N.W.
Albuquerque, New Mexico 87102

Protests received after the deadline will not be accepted.

2.3 General Requirements

This procurement will be conducted in accordance with the MRCOG procurement policy and the New Mexico Procurement Code.

The MRCOG requires that all Offerors agree to be bound by the "General Requirements" contained in this RFP. Any Offeror concerns must be promptly brought to the attention of the Procurement Manager.

2.3.1 Acceptance of Conditions Governing the Procurement

Offerors must indicate their acceptance of the

"Conditions Governing the Procurement" section in the letter of transmittal.

Submission of a proposal constitutes acceptance of the evaluation factors contained in Section 5 of this RFP.

2.3.2 Incurring Cost

Any cost incurred by the Offeror in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror.

2.3.3 Prime Contractor Responsibility

Any Offeror awarded a contract as a result of this RFP will be solely responsible for fulfillment of the contract with MRCOG. The MRCOG will make contract payments to only the prime contractor.

2.3.4 Subcontractors

Intended use of subcontractors must be clearly explained in the proposal, and major subcontractors must be identified by name. The prime contractor shall be solely responsible for the entire performance of the contract whether or not subcontractors are identified in the proposal or used in the performance of the contract.

2.3.5 Amended Proposals

An Offeror may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. The MRCOG personnel will not merge, collate, or assemble proposal materials.

2.3.6 Offerors' Rights to Withdraw Proposal

Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The Offeror must submit a written withdrawal request signed by the Offeror's duly authorized representative addressed to the Procurement Manager.

2.3.7 Proposal Offer Firm

Responses to this RFP will be considered firm for ninety calendar days after the due date for receipt of proposals.

2.3.8 Disclosure of Proposal Contents

The proposals will be kept confidential until a contract is awarded. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for the material that is proprietary or confidential. The Procurement Manager will not disclose or make public any pages of a proposal on which the Offeror has stamped or imprinted "proprietary" or "confidential" subject to the following requirements.

Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal.

Confidential data is normally restricted to confidential financial information concerning the Offerors organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, 57-3A-1 to 57-3A-7 NMSA 1978. The price of products offered or the cost of services proposed shall not be designated as proprietary or confidential information.

If a request is received for disclosure of data for which an Offeror has made a written request for confidentiality, the Procurement Officer shall examine the Offerors request and make a written determination that specifies which portions of the proposal should be disclosed. Unless the Offeror takes legal action to prevent the disclosure, the proposal will be so disclosed. The proposal shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential or proprietary data.

2.3.9 No Obligation

This procurement in no manner obligates the MRCOG to the use of any proposed professional services until a valid written contract is awarded and approved by the appropriate authorities.

2.3.10 Termination of RFP

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the MRCOG determines such action to be in the best interest of the MRCOG.

2.3.11 Sufficient Appropriation

Any contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. Sending written notice to the contractor will affect such termination. The contractor will accept the MRCOG's decision as to whether sufficient appropriations and authorizations are available as final.

2.3.12 Governing Law

The laws of the state of New Mexico shall govern this procurement and any agreement with Offerors that may result.

2.3.13 Basis for Proposal

Only information supplied by the MRCOG in writing through the Procurement Manager or in this RFP should be used as the basis for the preparation of Offeror proposals.

2.3.14 Contract Terms and Conditions

The contract between the MRCOG and a contractor will follow the format specified by the MRCOG. An Offeror may review the form of contract at the office of the Procurement Manager. However, the MRCOG reserves the right to negotiate with a successful Offeror provisions in addition to those contained in this RFP.

Should an Offeror object to any of the MRCOG's terms and conditions, as contained in this Section, that Offeror must propose specific alternative language. The MRCOG may or may not accept the alternative language. General references to the Offerors terms and conditions or attempts at substantive or complete substitutions are not acceptable to the MRCOG and will result in disqualification of the Offerors proposal.

Offerors must provide a brief discussion of the purpose and impact, if any, of each proposed change followed by the specific proposed alternate wording.

2.3.15 Approval of Contractor Personnel

Personnel proposed in the Contractor's written proposal to the procuring agency are considered material to any work performed under this RFP and subsequent contract.

During the course of this procurement and after the contract has been signed, no changes of personnel will be made by the Contractor without prior written consent of the Procurement Manager. Replacement of any Contractor personnel, if approved, shall be with personnel of equal ability, experience and qualifications. The Contractor will be responsible for any expenses incurred in familiarizing the replacement personnel to insure their being productive immediately upon receiving assignments. Approval of the replacement personnel shall not be unreasonably withheld.

The MRCOG shall retain the right to request the removal of any of the Contractor's personnel at any time.

2.3.16 Contract Deviations

Any additional terms and conditions, which may be the subject of negotiation, will be discussed only between the MRCOG and the selected Offeror and shall not be deemed an opportunity to amend the Offerors proposal.

2.3.17 Offeror Qualifications

The Procurement Manager may make such investigations as necessary to determine the ability of the Offeror to adhere to the requirements specified within this RFP. The Procurement Manager will reject the proposal of any Offeror who is not a responsible Offeror or fails to submit a responsive offer as defined in Sections 13-1-83 and 13-1-85 NMSA 1978.

2.3.18 Right to Waive Technical Irregularities

The Procurement Manager reserves the right to

waive technical irregularities. The Procurement Manager also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals failed to meet the mandatory requirements and/or doing so does not otherwise materially affect the procurement. This right is at the sole discretion of the MRCOG.

2.3.19 Project Team Prohibited Activities

MRCOG employees or MRCOG committee or board members or volunteers are prohibited from participating directly or indirectly in the preparation of this procurement when the employee knows that the individual or any member of the individual's family has a financial interest in the business seeking or obtaining a contract.

2.3.20 Notice – Civil and Criminal Penalties

The Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kickbacks.

2.3.21 MRCOG Rights

The MRCOG reserves the right to accept all or a portion of the proposal of an Offeror selected for award.

2.3.22 Right to Publish

Throughout the duration of this procurement process and contract term, potential Offerors, and contractors must secure from the MRCOG written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement or the subsequent contract. Failure to adhere to this requirement may result in disqualification of the Offerors proposal or termination of the contract.

2.3.23 Ownership of Proposals

All documents submitted in response to this RFP shall become the property of the MRCOG. However, any technical or user documentation

submitted with the proposals of non-selected Offerors shall be returned after the expiration of the protest period. Offerors not selected for award of a contract may pick up the documentation at the MRCOG office within a fifteen-day period following the protest period.

2.3.24 Electronic mail address required

A large part of the communication regarding this procurement will be conducted by electronic mail (e-mail). Offeror must have a valid e-mail address to receive this correspondence.

2.3.25 Use of Electronic Versions of this RFP

This RFP is being made available by electronic means. If accepted by such means, the Offeror acknowledges and accepts full responsibility to insure that no changes are made to the RFP. In the event of conflict between a version of the RFP in the Offerors possession and the version maintained by the MRCOG, the version maintained by the MRCOG shall govern.

3. RESPONSE FORMAT AND ORGANIZATION

3.1 Number of Responses

Offerors shall submit only **one** proposal for each Contract listed in this RFP.

3.2 Number of Copies

Offerors shall deliver: **one original, six identical copies, two digital copies:** one complete copy and one electronic copy without "Proprietary" information in PDF format to the location specified in Section 1.4 on or before the closing date and time for receipt of proposals.

3.3 Proposal Format

All proposals must be typewritten on standard 8 1/2 x 11 paper (larger paper is permissible for charts, spreadsheets, etc.) and placed within a binder with tabs delineating each section. Proposals shall be no longer than 10 pages (single sided) excluding front and back covers.

Pages shall be single spaced with a font of no less than number 10.

3.3.1 Proposal Organization

The proposal must be organized and indexed in the following format and must contain, as a minimum, all listed items in the sequence indicated.

- A. Proposal Form (Appendix 2) (Tab 1)
- B. Project Understanding (Tab 2)
- C. Qualifications and Resources (Tab 3)
- D. Previous Experience/Past Projects/Client References (Tab 4)
- E. Estimated Cost (Tab 5) (for informational purposes)
- F. Campaign Contribution Disclosure Form (Tab 6) NOTE: attached as APPENDIX 3

(above tabs should coincide with rating criteria with the exception of "F")

Within each section of the proposal, Offerors shall address the items in the order in which they appear in this RFP. All forms provided in the RFP must be thoroughly completed and included in the appropriate section of the proposal.

Any proposal that does not adhere to these requirements may be deemed non-responsive and rejected on that basis.

3.3.2 Proposal Form

Each proposal must contain - as the first item in the organized and indexed sequence - the fully executed Proposal Form. Each proposal must also contain - as the last item in the organized and indexed sequence - the fully executed Campaign Contribution Disclosure Form (Appendix 3). Failure to provide these forms with all the information indicated to be inserted will result in rejection of the proposal as non-responsive.

4. SPECIFICATIONS

Offerors should respond in the form of a thorough narrative to each mandatory specification. The narratives along with required supporting materials will be evaluated and awarded points accordingly.

4.1 Project Understanding

Offerors shall provide a narrative on their understanding of the proposed work.

4.2 Qualifications & Resources

4.3 Offerors shall provide a description of their qualifications and resources available. This description should include the contractor's ability: to provide fixed-route and demand response service within a rural area, to coordinate service connections between fixed-route, demand response and rail service, and to adhere to a schedule when the vehicles and the vehicle drivers may not be based at one operations/maintenance facility.

4.4 Previous Experience/References

Offerors shall provide a description of relevant previous experience in which the contractor provided a comparable mix of fixed-route and demand response service within a rural area or a small urban area.

4.4 Price

The evaluation team members need an idea of the total annual contracting cost for this service. The team members want this information presented in the following cost categories: administration, maintenance, vehicle operation, and other. The evaluation team members realize the final cost is subject to negotiations.

5. EVALUATION

5.1 Evaluation Point Summary

The following is a summary of evaluation factors with point value assigned to each. These factors, along with the general requirements, will be used in the evaluation of Offeror proposals.

<u>Evaluation Factor</u>	<u>Points</u>
--------------------------	---------------

1. Project Understanding	20
2. Qualifications and Resources	40
3. Previous Experience/Past Projects /Client References	40

SUBTOTAL	100
----------	-----

5. Oral Interview (If Necessary)	30
----------------------------------	----

6. Best & Final Offers (If Necessary)	20
---------------------------------------	----

TOTAL AVAILABLE	150
-----------------	-----

5.2 Evaluation Process

The evaluation process will follow the steps listed below:

5.2.1 Proposal Compliance

All Offeror proposals will be reviewed for compliance with the mandatory requirements stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.

5.2.2 Contacting Offerors

The Procurement Manager may contact the Offeror for clarification of the response as specified in Section 2.2.6.

5.2.3 Finalist Selection

Responsive proposals will be evaluated on the factors in Section 5 that have been assigned a point value. The responsible Offerors with the highest scores will be selected as finalist Offerors based upon the proposals submitted. Finalist Offerors may then be asked to participate in Oral Interviews. At the conclusion of the Oral Interviews additional points may be awarded in accordance with Section 5. The Evaluation Committee may then make a recommendation to MRCOG Executive Director for award or solicit best and final offers from any or all of the finalists. If Best and Final Offers are solicited, the Evaluation Committee will award additional points in accordance with Section 5 and then make a final

recommendation for award to the MRCOG Executive Director. The Offeror providing the most advantageous proposal to the MRCOG, taking into consideration the evaluation factors in Section 5, will be recommended for contract award. Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.



REQUESTS FOR PROPOSALS

RFP#: 2007-02

ACKNOWLEDGEMENT OF RFP FORM

In acknowledgement of receipt of this Request for Proposal the undersigned agrees that he/she has received a complete copy, beginning with the title page and table of contents, and ending with Appendix 2.

The acknowledgement of receipt should be signed and returned to the Procurement Manager. Only potential Offerors who elect to return this form completed with the indicated intention of submitting a proposal for the procurement checked below, will receive copies of all Offeror written questions and the MRCOG's written responses to those questions as well as RFP amendments, if any are issued.

Firm / Individual	_____	
Represented by	_____	Title _____
Phone No.	_____	Fax No. _____
E-mail Address	_____	
Address	_____	
City/State/Zip Code	_____	
Signature *	_____	Date _____

* For e-mail transmittal only type name if different from "Represented by" above. All others must provide a formal signature.

This name and address will be used for all correspondence related to the Request for Proposals.

Firm ☐ does ☐ does not (**check one**) intend to respond to this Request for Proposals.

Return to: **INSERT NAME AND TITLE**
 809 Copper Ave. N.W., Albuquerque, NM 87102
 Phone: 505-247-1750; Fax: 505-247-1753
 E-mail: **INSERT EMAIL**@mrcog-nm.gov

[This Page Left Blank]

To: Mid-Region Council of Governments
 809 Copper N.W.
 Albuquerque, NM 87102
 Attn:

PROPOSAL FORM

Proposing Organization			
Mailing Address			
City/State/Zip Code			
Head of Organization			
Title			
Telephone Number		Fax Number	
Proposal Contact Person			
Title			
Telephone Number		E-Mail Address	
Contract Signatory Authority			
Title			
Telephone Number			
Tax/Legal Status	<input type="checkbox"/> Corporation	<input type="checkbox"/> For Profit	<input type="checkbox"/> Not-for-Profit <input type="checkbox"/> Government
	<input type="checkbox"/> Individual		
Federal ID Number			State ID Number

1. I (We) am submitting on the procurement titled: _____
2. I (We) accept the Conditions Governing the Procurement stated in Section 2.3.1.
3. I (We) acknowledge receipt of any and all amendments to this RFP, Nos. _____ to _____.

Signature of Officer _____ Date _____

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to Section 13-1-19.1 NMSA 1978, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means any person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Contract” means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Person” means any corporation, partnership, individual, joint venture, associations or any other private legal entity.

“Prospective contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

Signature

Date

Title (position)

-OR-

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (Position)

Appendix 4

Scope-of-Work

Route Design. Sandoval County will be receiving Federal Transit Administration Section 5311 funds through the New Mexico Department of Transportation for the following routes:

Route 2: Jemez Springs to Sandoval Health Commons.
Route 3: Cochiti Pueblo to Sandoval Health Commons to TVI Workforce Training Center
Route 4: Sandoval Health Commons to V.A. Hospital

Potential Schedule.

Route	Service Days	Service Hours	Headways
Route 2: Jemez Springs to Sandoval Health Commons.	Mon, Wed, Fri	6am – 6pm	2 hours
Route 3. Cochiti Pueblo to Sandoval Health Commons to TVI Workforce Training Center	Mon-Fri	6am – 6pm	2 hours
Route 4: Sandoval Health Commons to V.A. Hospital	Mon-Fri	6am – 6pm	2 hours
Demand Response	Mon-Fri	6am – 6pm	Space available basis

Fares.

A tentative fare structure is as follows:

\$1.00 less than 10 miles
\$2.00 10 to 40 miles
\$3.00 over 40 miles
No extra charge for demand response to service routes

Draft Policies and Procedures

All employees of the transit program will be required to adhere to general standards of conduct. The need for respectful, positive relations with customers will be emphasized.

Training Plan

Administrative Personnel – Administrative personnel are classified as those personnel who do not operate vehicles. Any administrative personnel who may be called upon to drive in revenue service are subject to vehicle operator training requirements set forth herein.

- i. Pre-Employment – Administrative personnel must receive training in all of the following areas prior to working on the project.
 1. Program Orientation
 2. Substance Abuse Prevention Program
 3. Program policies and procedures
 4. Customer service
 5. Disability and cultural awareness and sensitivity
 6. Accident and incident reporting and documentation procedures

- ii. Ongoing Training Requirements
 1. Customer Service refresher training
 2. Disability and cultural awareness and sensitivity refresher training
 3. Updates to program policies and procedures

Vehicle Operators – Vehicle operators will undergo approximately 40 hours of classroom training and 40 hours of behind the wheel (BTW) training prior to entering service as well as at least eight (8) hours of refresher training per year. This section details the topics to be covered.

- iii. Pre-Employment Training Requirements
 1. Program Orientation
 2. Substance Abuse Prevention Program
 3. Program policies and procedures
 4. Disability and cultural awareness and sensitivity
 5. Passenger Assistance Techniques
 6. Safe vehicle operation for program vehicles
 7. Conducting proper pre-trip and post-trip inspections
 8. Proper radio procedures
 9. Mobility device securement
 10. Accident and incident procedures
 11. Bio hazards training
 12. Emergency procedures
- iv. Ongoing Training Requirements
 1. Updates to policies and procedures
 2. Refresher training on disability and culture awareness and sensitivity
 3. Refresher training on wheelchair securement and serving passengers with disabilities
 4. Refresher training on safety-related topics

VI. Qualified Drivers and Dispatchers

Minimum Qualifications

Minimum qualifications for drivers will include:

- Valid New Mexico Driver's license
- One year of previous driving experience with no moving violations.
- Ability to communicate orally and in writing in English.
- Knowledge of basic arithmetic.
- Previous experience in working with the public preferred.
- High school diploma or GED certificate preferred
- Must be able to pass an employment physical examination including substance abuse screening

Minimum qualifications for dispatcher will include:

- Valid CDL License with Passenger endorsement & valid DOT card required.
- High School diploma or equivalent required.
- A minimum of one year of professional driving experience required. Additional experience highly preferred.
- Ability to read and interpret maps, driving directions and vehicle manifests/time tables required.
- Knowledge of the Sandoval County and Albuquerque areas strongly preferred.
- Must be able to read and understand accident and incident reports, vehicle manifests, schedules, timetables, detours, bulletins and any other training and job-related information.
- Excellent interpersonal and communication skills required.
- Must be able to pass an employment physical examination including substance abuse screening.

(Background Check / Driver Record / Valid Drivers License

Drivers and dispatchers will be required to produce Division of Motor Vehicles records prior to starting work. Any individual with a DWI conviction within the past three years will be disqualified.

The Mid-Region Transit District and/or Sandoval County will verify continued clean driving records by conducting monthly checks through SAMBA. This company verifies that individuals have no DWI or other moving violations.

Each applicant must also produce a valid driver's license at the time of hire.

Training Plan

Safety training will be monitored by the Sandoval County Public Works' Safety Manager. Every driver and dispatcher will receive a minimum of 60 minutes of training regarding the problems associated with Drug and Alcohol abuse. The Supervisor will also receive training in reasonable suspicion of impairment.

All drivers and dispatchers will be subject to drug and alcohol policies that were developed to be in compliance with FTA regulations.

- a. **Administrative Personnel** – Administrative personnel are classified as those personnel who do not operate vehicles. Any administrative personnel who may be called upon to drive in revenue service are subject to vehicle operator training requirements set forth herein.

Pre-Employment – Administrative personnel must receive training in all of the following areas prior to working on the project.

- Program Orientation
- Substance Abuse Prevention Program
- Program policies and procedures
- Customer service
- Disability and cultural awareness and sensitivity
- Accident and incident reporting and documentation procedures

Ongoing Training Requirements

- Customer Service refresher training
- Disability and cultural awareness and sensitivity refresher training
- Updates to program policies and procedures

- b. **Vehicle Operators** – Vehicle operators will undergo approximately 40 hours of classroom training and 40 hours of behind the wheel (BTW) training prior to entering service as well as at least eight (8) hours of refresher training per year. This section details the topics to be covered.

Pre-Employment Training Requirements

- General Orientation
- Substance Abuse Prevention Program
- Program policies and procedures
- Disability and cultural awareness and sensitivity
- Passenger Assistance Techniques
- Safe vehicle operation for program vehicles
- Conducting proper pre-trip and post-trip inspections
- Proper radio procedures
- Mobility device securement
- Accident and incident procedures
- Bio hazards training
- Emergency procedures

Ongoing Training Requirements

- Updates to policies and procedures
- Refresher training on disability and culture awareness and sensitivity
- Refresher training on wheelchair securement and serving passengers with disabilities
- Refresher training on safety-related topics

General Job Descriptions

Drivers are responsible for meeting and greeting passengers, providing appropriate assistance with boarding, riding and disembarking the vehicle, and safely operating vehicles in a variety of environment, traffic and traffic-related conditions. Specific driver duties include the following:

- Safely operating a passenger vehicle in revenue service in accordance with all vehicle operating requirements and federal, state and local laws.
- Meeting and greeting passengers in a professional and friendly manner.
- Providing appropriate assistance with boarding, riding and disembarking the vehicle. This includes pushing and securing of wheelchairs, assisting elderly and disabled passengers with climbing the steps onto the vehicle and/or with the use of the lift, assisting passengers with the use of seat belts, and the carrying of small packages on to and off of the vehicle.
- Communicating with the Dispatcher via a two-way radio system in accordance with established radio procedures.
- Conducting a proper pre-trip and post-trip inspection of the vehicle and documenting any defects and reporting these defects to the Dispatcher immediately.
- Collecting and turning in fares collected from passengers.
- Enforcing and following system policies and procedures.

The **Dispatcher** is responsible for communicating schedules and schedule changes to drivers in the field. The Dispatcher is also responsible for accepting calls from riders about service and for reviewing completed driver manifests for accuracy. Specific duties of the dispatcher include the following:

- Accept incoming calls from riders and members of the public about the service.
- Schedule demand-response trips in accordance with program requirements.
- Communicate with drivers via a two-way communication system regarding trip additions, changes and cancellations, as well as in the event of accidents, incidents or other instances impacting service.
- Document all radio transactions that impact, or potentially impact, service delivery.
- Communicate with other service providers about schedules, changes and cancellations.
- Review driver manifests and trip records to verify service provided and to determine service costs and other appropriate metrics.
- Assist with the research and resolution of rider complaints and driver incident reports. .
- Act as a back-up driver for service routes when needed

Appearance and Conduct

Dispatchers and drivers will be required to wear uniforms provided through the Contractor. They will be expected to maintain these uniforms and to present a clean, professional appearance.

VII. Vehicle Fleet

Maintenance Schedule

Vehicles will be maintained per the manufacturers schedule or at more frequent intervals. Sandoval County presently intends to be responsible for vehicle maintenance.

Inspection procedures

Vehicles will be inspected by drivers daily. This will include checking fluid levels and tire pressure. All vehicles will be inspected by a qualified mechanic on a regular schedule.

.

VIII. Accident/Incident Reporting Procedures

Insurance forms and accident/incident report forms will be kept in the vehicles at all times. If an accident or incident has occurred, drivers will immediately notify their supervisor. Procedures for accidents will be followed.